

MEMORANDUM OF UNDERSTANDING #2016-01
THE CITY OF COLUMBUS
AND
The Fraternal Order of Police
Ohio Labor Council, Inc.

Regarding Article 3.2

Pursuant to Section 2.4 of the Collective Bargaining Contract between the City of Columbus and the Fraternal Order of Police, Ohio Labor Council, Inc., the parties hereby agree to amend the Collective Bargaining Contract dated April 2, 2013 – April 1, 2016, by amending the Contract by acknowledging Civil Service Commission action to **retitle the following classifications:**

<u>Job Code</u>	<u>Class Title</u>	<u>Pay Range</u>
3070	From: Vehicle Impounding Inspector To: Vehicle Impounding Specialist	

An ordinance to accept this MOU will be submitted to City Council, and the effective date will be specified therein.

FOR THE CITY:

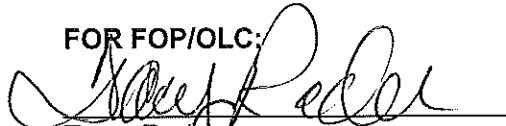


Nichole M. Brandon
Director of Human Resources

6/10/16

Date

FOR FOP/OLC:



Tracy Rader
FOP/OLC Staff Representative

6-10-16

Date

RETITLE



JOB CLASS TABLE (DK TABLE) MAINTENANCE REQUEST

TO ADD A NEW JOB CLASS: Civil Service should complete Section I, sign, and forward to Labor Relations for further processing. Labor Relations will then complete Section II, sign, and forward to the Information Services Division for input.

TO CHANGE JOB CLASS INFORMATION: changes to any items in Section I (except for Primary Probation and Exam Type) are to be originated by Civil Service and forwarded to Labor Relations for further processing. Labor Relations will then complete Section II, sign, and forward to the Information Services Division for input. Changes to ONLY the Primary Probation and/or Exam Type may be originated by Civil Service and forwarded directly to Information Services for input.

Changes to any items in Section II are to be originated by Labor Relations and can be forwarded directly to Information Services for input.

Changes to information in BOTH Sections should be originated by Civil Service and forwarded to Labor Relations for completion. Labor Relations will then forward to Information Services for input.

In all cases be sure to identify the Job Code and Description (Job Class Title) information to ensure change to the appropriate classification.

TO ABOLISH A JOB CLASS: Civil Service should complete Section I and place an "AB" and the date of the abolishment in the Short Description (AB 00/00/00), sign, and forward to Labor Relations for signature and notification to amend any affected contract and/or collective bargaining ordinance. Labor Relations will then forward to Information Services for DK Table input.

SECTION I: TO BE COMPLETED BY THE CIVIL SERVICE COMMISSION

Job Code: 3070 Short Description: VEHIMPNDSPEC (15 spaces)

Description: VEHICLEIMPOUNDSPECIALIST (28 spaces)

Primary Probation: 270 Exam Type: C Season Probationary Flag: N

Group: ANONE EEO CATEGORY CODES: Federal: C State: C DOJ: C

Submitted by: Merritt McKinney Date: 1/25/2016

SECTION II: TO BE COMPLETED BY LABOR RELATIONS

RANGE/GRADE: Low: High: Alternate:

Bargaining Unit: FLSA Code:

Submitted by: Date:

The DK Table has been changed to reflect the information provided above. This change was made on / / by of the Information Services Division.

MEMORANDUM

To: Nichole M. Brandon, Human Resources Director
Human Resources Department

From: C. Amy DeLong, Executive Director
Civil Service Commission



Date: January 25, 2016

Subject: Civil Service Commission Meeting

The Civil Service Commission, in a public meeting on January 25, 2016, passed motions to:

<u>ABOLISH</u> the following classification(s):	2039	Mobile Tool Technician
<u>CREATE</u> the following classification(s):		
<u>RETITLE</u> the following classification(s):	3070	Vehicle Impounding Inspector <i>retitled to read <u>Vehicle Impounding Specialist</u></i>

Thank you for your attention to this matter.

CAD/TMR:mnr:W:\Mamekinney\Commission Actions\Agenda\2016\1-25\Class Plan Change Memo.Doc

- c: Beth Bailey, Civil Service Commission
- Greg Beaverson, Human Resources Department
- Mary Benson, Civil Service Commission
- Tammy Bethea, Human Resources Department
- Annette Bigam, Civil Service Commission
- Leslie Blevins, Human Resources Department
- Roger Cloern, Columbus Public Health
- Tammy Rollins, Civil Service Commission
- Pamela J. Vanschoyck, Human Resources Department
- Don White, Civil Service Commission
- Kevin G. Williams, Columbus Public Health
- Tom Worley, Human Resources Department



MEMORANDUM

To: Commissioners:
Grady L. Pettigrew, Jr., President
Delena Edwards, Member

From: C. Amy DeLong, Executive Director
Michael W. Eccard, CSC Assistant Executive Director
Tamira M. Rollins, Personnel Administrative Officer

Date: January 15, 2016

Subject: Request of the Civil Service Commission staff to revise and retitle the classification specification for Vehicle Impounding Inspector to read Vehicle Impounding Specialist, and amend Rule XI accordingly (Job Code 3070).

ANALYSIS AND RECOMMENDATION

Commission staff requests to revise and retitle the specification for the classification Vehicle Impounding Inspector to read Vehicle Impounding Specialist (Job Code 3070). This class is used exclusively by the Public Safety Department where there are currently four (4) employees serving as Vehicle Impounding Inspectors. The proposed revision would serve to broaden the classification to include vehicle towing (as part of the impoundment) along with some other more general type administrative responsibilities typically performed at the Impound Lot. Previously, the department has used the Equipment Operator I classification, or private towing contracts, to perform the actual towing of vehicles. When hired in-house as Equipment Operator I's, there is a considerable amount of administrative work also assigned (operationally necessary) that is not typical of other Equipment Operators employed elsewhere in the City. At the same time, a lot of the same administrative responsibilities are already a part of the specification for Vehicle Impounding Inspector. It is also important to note that the pay is comparable between the two (2) classes, Equipment Operator I and Vehicle Impounding Inspector. The proposed revision (to combine functions) affords the department greater flexibility with regards to work assignments out at the Impound Lot and ensures consistency across the City for those classifications that are used on a Citywide basis.

By **DEFINITION**, the proposed Vehicle Impounding Specialist would be responsible for investigating junk and abandoned vehicle complaints and/or processing the impoundment or removal of these vehicles and court ordered immobilizations. The only proposed revision to the Definition is to add an “and/or” to this statement as some positions may be responsible for the investigations of junk or abandoned vehicles and other positions responsible for processing the impoundment. Towing impounded vehicles is believed to be a component of processing. There are a few proposed changes to the **EXAMPLES OF WORK** section to be more explicit with the towing responsibilities and to include more of the administrative type responsibilities that are likely to be performed.

- **Tows vehicles to the Impound Lot, sale/Auction Lot, Crime Scene Search Unit barn, or other destination;**
- **Unlocks or opens vehicles to law enforcement as a result of search warrants being issued;**
- **Verifies information pertaining to specific vehicle at the Impound Lot to determine whether vehicle, if unclaimed, is to be sold at auction or junked;**
- **Removes any weapons, contraband, and other items from junked vehicles to be sold at auction;**

Within the **MINIMUM QUALIFICATIONS**, it is proposed that a Commercial Driver’s License (CDL) be required for some positions. Specifically, state law requires that a Class A Commercial Driver’s License be required when the combined weight of the unit (tow and vehicle being towed) exceeds 26,000 pounds or the vehicle being towed exceeds 10,000 pounds. However, not all positions will be responsible for towing and not all tows will exceed this threshold. Therefore, it is proposed that only some positions may require the Commercial Driver’s License. There are no other proposed revisions to these qualifications that require two (2) years of law enforcement experience or an associate’s degree in a specified field (that may substitute for this experience).

There are no other proposed revisions to this specification. It is, therefore, proposed that the classification Vehicle Impounding Inspector be revised and retitled as proposed.

(Proposed Revised and Retitled Specification)

VEHICLE IMPOUNDING *SPECIALIST*INSPECTOR

DEFINITION

Under general supervision, is responsible for investigating junk and abandoned vehicle complaints and/or processing the impoundment or removal of these vehicles and court ordered immobilization; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Appraises vehicles according to guidelines to determine if the vehicle is categorized as junk;

Completes paperwork that illustrates damage on a junk vehicle and provides an evaluation of its condition;

Investigates complaints initiated by police officers or citizens concerning junk or abandoned vehicles on City streets or private property;

Receives court orders, locates affected vehicles and investigates and determines proper immobilization procedures such as installing clubs or removing license plates;

Tows vehicles to the Impound Lot, sale/Auction Lot, Crime Scene Search Unit barn, or other destination;

Unlocks or opens vehicles to law enforcement as a result of search warrants being issued;

Issues tickets for parking violations such as expired automobile registration or junk vehicles on City streets and private property;

Verifies information pertaining to specific vehicle at the impound lot to determine whether vehicle, if unclaimed, is to be sold at auction or junked;

Removes any weapons, contraband, and other items from junked vehicles to be sold at auction;

Attends and assists at police vehicle auctions, answers citizens' questions and controls the release of vehicles;

Inquires on a computer about the status of vehicles;

Communicates with others using a police radio, LEADS and service channels;

Surveys City streets in a vehicle to locate junk vehicles or vehicles with parking violations;

Photographs junk vehicles to provide evidence that the vehicle is categorized as junk;
Prepares paperwork that permits the City or a private towing contractor to tow a vehicle;
Performs an inventory of vehicles on the impounding lot.

MINIMUM QUALIFICATIONS

Two (2) years of law enforcement experience. Substitution(s): An associate's degree in Law Enforcement, Psychology, Sociology, or related field may be substituted for the required experience.

Possession of a Commercial Driver's License (CDL) may be required for some positions.

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of laws relating to impoundment of abandoned vehicles; general knowledge of laws and guidelines relating to determination of a vehicle as junk; general knowledge of the State of Ohio auto registration system; general knowledge of the Ohio Revised Code and the City criminal and traffic codes; ability to communicate effectively in writing and orally; ability to work independently of direct supervision; ability to establish and maintain effective working relationships with Police Division personnel, Code Inspectors and the general public; ability to organize and plan daily route of investigations.

Probationary Period:	270 Days
Examination:	Competitive
Job Family:	Protective Services
EEO Job Category:	Technician
Class established:	02-22-88
Current spec:	06-26-95
Commission action taken:	Revise/Retitle (Vehicle Impounding Inspector 1/25/16) Review/no change Revise/Retitle (Traffic Bureau Impounding Officer 6/26/95)
Last reviewed:	08-25-14

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	OLC
Salary:	Range S6
FLSA:	Nonexempt (overtime eligible)

(Proposed Revised and Retitled Specification)

VEHICLE IMPOUNDING SPECIALIST

DEFINITION

Under general supervision, is responsible for investigating junk and abandoned vehicle complaints and/or processing the impoundment or removal of these vehicles and court ordered immobilization; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

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Completes paperwork that illustrates damage on a junk vehicle and provides an evaluation of its condition;

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Photographs junk vehicles to provide evidence that the vehicle is categorized as junk;

DRAFT
Job Code 3070

Prepares paperwork that permits the City or a private towing contractor to tow a vehicle;

Performs an inventory of vehicles on the impounding lot.

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Probationary Period: 270 Days
Examination: Competitive

Job Family: Protective Services
EEO Job Category: Technician

Class established: 02-22-88
Current spec: ~~06-26-95~~

Commission action taken: **Revise/Retitle (Vehicle Impounding Inspector 1/25/16)** ~~Review/no change~~
Revise/Retitle (Traffic Bureau Impounding Officer 6/26/95)

Last reviewed: ~~08-25-14~~

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan: OLC
Salary: Range S6
FLSA: Nonexempt (overtime eligible)

Appointing Authority

Date

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